Checklist for Reserve/Register Name

For those users that need to reserve or register a name prior to registering a business, a Reserve/Register a Name application is available. Caution – if you are prepared to register a business, you do not want to reserve or register a name.

A name reservation is valid for only 120 days and is nonrenewable. A name registration is valid for only one calendar year, but it is renewable. When you reserve or register a name, you are not registering a business. In SCBOS, a reserve name application is for domestic businesses and a register name application is for foreign businesses.

If you reserve or register a name, you receive a reference number. Later, when registering a business, you will enter the business name. SCBOS will indicate that the business name is unavailable because you have already reserve or registered the name with the Secretary of State. SCBOS will ask for a reference number. By entering the reference number, you are indicating to SCBOS that you are the user who reserved or registered the business name.

You need to be prepared to answer various questions asked by the online application. Information requirements are listed below.

- Type of business (Corporation, LLC, partnership, Sole Proprietorship, etc.). You can chose a different type of business upon registering the business

- Residency of business – Domestic (SC) or Foreign (outside of SC)

- Unique name of corporation – a query is performed against the registration database at the Secretary of State's office to determine availability. For domestic businesses, if the name is unavailable, you can enter another

- Jurisdiction of business registration (foreign only – state or country)

- Date of registration (foreign only)

- Brief description of the business in which the business is engaged (foreign only)

- Applicant name

- Applicant Title

- Applicant Address

- Indication that the Certificate of Existence will be faxed, emailed or uploaded to the Secretary of State (foreign only)

You start getting familiar with SCBOS by checking out the tutorials which will take you step by step through the SCBOS Web site with topics including: How to Use the SCBOS Tutorials, How to Login for the First Time, and South Carolina Business One Stop (SCBOS) Overview.

Once you've had a chance to familiarize yourself with SCBOS, go to www.scbos.com and create a user account by clicking on the "New User" button. Once you've setup your new user account

and have created a personal profile with "Secret Questions" to protect your identity, proceed to "User Workspace" and click on "Registrations" located on the top navigation toolbar. Select "Start New Business" or "add Existing Business" and work your way through each question. Remember, you can always hit the "Pause" button to save your Application and resume at a later date.